

Winterport Recreation Board Meeting 4/19/2007

MEETING AGENDA AND MINUTES

Meeting Date:	April 19, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Heather Roberts
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
X	Mandy Olver	Board Member		Chris Beaulieu	Board Member
	Helga Meo	Board Member	X	Ken Miller	Board Member
X	Mike Knupp	Board Member	X	Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
X	Heather Roberts	Board Member			

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Current Program Updates (T-Ball/Baseball)	6:05	Dave, Helga, Mandy
3.	2007-2008 Budget	6:10	Mike
4.	Schedule Policies and Procedures; Schedule Workshop	6:20	Mike
5.	Recreation Coordinator Report	6:25	Dave
6.	Summer Planning – Help, Track, Basketball, Other Programs	W/ Rec Coord Rpt	All
7.	Round Table	6:55	All
8.	Meeting Wrap Up and Confirm Next Meeting	7:00	Mike

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MINUTES:

Current Program Updates

T-Ball 45 T-Ballers/21 Instructional Players
Everything ordered – hats and t-shirts will arrive this week
Dave Nason will be taking care of fields - rolling

Budget

Next meeting - clarify use of \$500 expended in budget for farm league
Tennis court – we have support for refurbishing, but there is concern for warrant just being vetoed and how much cost will actually be; Dave and Mandy will do leg work (survey town, getting estimates); we ended up with \$15m versus the \$56m that was proposed

Schedule Policies and Procedures

Mike has completed Sections 1-3.4 and will finish 3.4-3.5. Dave will work on 3.5 and Norm will work on Section 4. We will use next board meeting to review what's done.

Rec. Coord. Report/Summer Planning

1. Dennis Whitney will run summer program from 07/09-07/30 from 9am-4pm at the recreation field. Dave will draw up flier to get out by May advertising the program.
2. Road race/Blue Planet Run – race will be run by Mackenzie Rawcliffe; we will sponsor expense of a timer and t-shirts with Rec. Board logo on back - estimated cost \$500; Dave will follow-up with Phil and use some paid hours to get additional information together to help Mackenzie
3. Fun Day/Run for Food – June 23rd road race and family fun day to support the local food cupboard and get people together at the recreation field; everyone in attendance volunteered to help with this effort

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FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.	Sports Done Right		TBD	
2.	\$15,000 Grant for Abbot Park		TBD	
3.	Abbot Park and Victoria Grant Civic Center Development Plan		TBD	

FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
May 17, 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date

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Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01

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AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06